



ADMINISTRATIVE PROCEDURE PERSONNEL	
Effective:	June 25, 2014
Last Revised:	November 27, 2017

INTERVIEWING COMMITTEE STRUCTURE: PRINCIPALS AND VICE-PRINCIPALS

1. PURPOSE

This administrative procedure supports the Rainbow District School Board objective of securing the best qualified and most effective school leaders available.

2. APPLICATION

This administrative procedure applies to candidates for the positions of principal and vice-principal in Rainbow District School Board.

PROCEDURES

3. Interviewing Committee Structure

The interview committee shall be made up of the chair of the Board or designate, the director of education, a minimum of one superintendent, and the chair of Rainbow District Principals' Council (RDPC).

4. Process to Identify Eligible Candidates

4.1 Based on need, the director of education will conduct the following process to identify eligible candidates for the positions of principal and/or vice-principal:

4.2 Interested candidates will be invited to submit an indication of interest which must include:

- a) the most recent performance appraisal:
- b) a one page letter outlining their interest and experience

4.3 Selected candidates will be required to participate in one on-site visit under the direction of the director of education based on the following process:

The selected candidate will be visited by a minimum of one principal and one academic superintendent, followed by a debriefing by an academic superintendent. The outcome of this visit is for the candidate to move forward with the process, or to be involved in a discussion of next steps.

- 4.4 Subsequent to the on-site visit, selected candidates will be invited to an interview with the interview committee. The outcome of the interview is that successful candidates are placed in the principal and vice-principal pool, or are debriefed by an academic superintendent with a discussion of next steps. Candidates participating in an interview will provide:
- a) a résumé;
 - b) a covering letter which addresses the Ontario Leadership Framework criteria;
 - c) three reference checks, including references from:
 - the current principal (or the most recent principal who must have supervised the candidate for at least six months);
 - one other principal;
 - one other reference letter of their choice
- 4.5 Placement in the pool is for a two-year period. Based on need, the director may extend this time period. Candidates in the pool who are not placed during this period of time must re-apply.

REFERENCE DOCUMENTS

Legal:

Education Act, section 265 Duties of Principal

Ontario Regulation 298, sections 11-12 Duties of Principal and Vice-Principal

Ontario Human Rights Code

Municipal Freedom of Information and Protection of Privacy Act

Ontario Leadership Framework 2013

Board:

Board Policy No. GOV-01 Vision, Mission, and Values

Board Policy No. GOV-06 Role of the Director of Education

Board Policy No. GOV-11 Learning and Working Environment: Equity and Inclusion

Administrative Procedure Equity and Inclusion Framework

Administrative Procedure Privacy and Distribution of Personal Information

Administrative Procedure Allocation of Principals and Vice-Principals

Administrative Procedure Transfer of Principals and Vice-Principals